

Cultural Arts Coordinator

DEFINITION

To plan, develop, implement, and market the City's cultural arts programs; promote performances, exhibitions, and citywide special events and perform other related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Funds Development & Strategic Planning Manager.

May exercise technical and functional supervision over clerical personnel.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, implement, and coordinate the city's cultural arts program and activities.

Produce and promote the schedule of community cultural arts events; obtain resources, volunteers, and space/facilities for planned events.

Market and promote a variety of multi cultural arts programs/events; prepare brochures, flyers, invitations, press releases and other communications and marketing materials; distributes materials to target audiences; provide program information to websites, media venues, and community groups; and maintains mailing lists.

Provide guidance for cultural activity in Redevelopment Agency areas.

Make recommendations with respect to community-wide arts needs and plays an active role on various departmental committees.

Work with Cultural Arts Commission, Performing and Visual Arts Task Force, arts organizations, community groups, agencies and volunteers on various arts project, programs and special events; partnership to create cultural arts opportunities; coordinate the use of resources.

Assists in the preparation, evaluation and control of the section budget; investigate and pursue alternative funding sources, including grants and sponsorships; identify and prepare grant applications; administer awarded grants and prepare required accounting/reporting documents; and assist with other fundraising activities.

Recruit, train, and supervise part-time employees, contract specialists and volunteers.

Determine equipment and material needed for programs/events.

Develop annual goals and objectives for the Cultural Arts Programs.

Attend and actively participate in public functions and meetings representing the City.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Visual, literary and performing arts terminology.

Planning and directing methods related to the development, implementation and evaluation of a wide range of cultural arts programs.

Public and private funding sources.

Preparation of grant applications, solicitation of public and private donations.

Budgeting procedures and techniques.

Pertinent local, State and Federal laws, ordinances and rules.

Computer equipment and software applications related to assignment.

#### Ability to:

Organize, implement and direct a wide range of cultural arts programs/activities

Solicit and secure monetary and in-kind donations from private organizations, Federal, State, County, Regional and Local entities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Make presentations to public and private boards, commissions, and/or committees.

Interpret and apply City and department policies, procedures, rules and regulations

Establish and maintain effective working relationships with those contacted in the course of work.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Two years of increasingly responsible experience in the supervision of cultural art programs or a related field.

##### Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in the arts, liberal studies or a related field.

#### PHYSICAL DEMANDS

On a continuous basis, sit at desk or stand for varying periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.

WORKING ENVIRONMENT AND CONDITIONS

Primary work is performed indoors in an air-conditioned office environment with fluorescent lighting and moderate noise level. Some exposure to the external environment is required when performing duties in the course of work. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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